



Program Statement

OPI: FPI
NUMBER: 8240.03
DATE: 6/13/2002
SUBJECT: Sales Report - FPI

1. **PURPOSE AND SCOPE.** To require the preparation and distribution of Federal Prison Industries, Inc. (FPI) sales reports to comply with the requirements of 18 U.S.C. § 4122(b)(6) which states:

"Federal Prison Industries shall publish, after the end of each 6-month period, a list of sales by the corporation for that 6-month period. Such list shall be made available to all interested parties."

This Program Statement requires that FPI publish a report listing the Corporation's sales every six months; at the end of the first six months of the fiscal year and an annual report at the end of the fiscal year. The report must include corporation sales for the period by:

- ! Federal Supply Classification (FSC) code,
- ! Federal agency/customer, and presently,
- ! Standard Industrial Classification (SIC) code.

The Department of Commerce has developed a new coding system, the North American Industry Classification System (NAICS), to replace the SIC codes. Data on FPI's market share by FSC code is available in a separate report.

2. **SUMMARY OF CHANGES.** The changes to this Program Statement include:

- ! Removes reports System Administrators (SAs) were previously required to send to FPI's Research, Activation, and Corporate Support Branch (RACS);

- ! Removes the Operational Review Investigation Report and the Sales Summary from Spiderman as part of the data collection process; and
- ! Requires the Management Information Systems Branch (MISB) to be responsible for obtaining sales data from **Millennium** and incorporating the data into the Business Warehouse module.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

- a. Accurate and complete sales data will be collected and collated on FPI sales.
- b. Semiannual FPI sales reports will be prepared and distributed.

4. **DIRECTIVES AFFECTED.**

a. **Directive Rescinded**

PS 8240.02 Sales Report - FPI (1/14/00)

b. **Directive Referenced**

18 U.S.C. § 4122

5. **STANDARDS REFERENCED.** None

6. **RESPONSIBILITIES**

- The Research, Activation, and Corporate Support Branch (RACS) has primary responsibility for developing and publishing the FPI Sales Report.
- The Corporate Accountant in the Financial Management Branch (FMB) is responsible for providing the RACS with the final sales figures for FPI for both the first six months of the fiscal year and the end of the year.
- MISB is responsible for obtaining data from **Millennium** that corresponds with the FMB's sales figures and transferring the data into the Business Warehouse module. The Business Warehouse module is currently the only medium for obtaining sales figures by FSC and SIC codes.

7. DATA COLLECTION AND COLLATION

a. For the six month and annual FPI sales reports, the RACS will request from the Corporate Accountant the sales figures for the corporation in writing.

b. The Corporate Accountant will provide the sales figures in writing to the RACS as soon as they are available.

c. The RACS will notify the MISB that the figures are available and request that the MISB transfer the data from **Millennium** to the Business Warehouse.

d. The MISB will review the data in the Business Warehouse and ensure that the sales figures match the Corporate Accountant's figures.

e. The MISB will submit the Business Warehouse reports to RACS.

f. The RACS will use the Business Warehouse reports to create the FPI Sales Report.

Data for each factory are to be entered into the FPI Sales Report according to:

- FSC codes,
- SIC codes, and
- Federal Customer.

The AW I&E/SOI, Business Manager, General Manager, and/or Field Financial Administrator for each factory are contacted for clarification when:

- FSC or SIC codes are determined upon review by the RACS to be incorrect or missing; or
- variations in existing products have been added but not assigned the proper Material Group codes.

8. **REPORT DRAFT AND REVIEW.** The final report to the public consists of two sections:

- sales by four-digit FSC code and customer and
- sales by four-digit SIC code.

The data collected may also be used to develop other reports as necessary to support operational needs or complete customer/industry analyses. These may include reports on:

- FPI's customer breakdown,
- sales by FSC code,
- sales by SIC code, or
- sales by factory.

The RACS is to send a copy of the draft sales report to each AW I&E/SOI, Business Manager, and General Manager for review for their plant(s).

- The RACS will request a response within five working days as to whether they concur with the information. If the information is incorrect, the response must include the correct data.

Prior to the final report's completion, a draft report will be circulated to the Product Support Center (PSC) to review the data for accuracy and completeness.

- Any corrections, additions, or comments are to be forwarded to the RACS within five working days.

9. REPORT DISTRIBUTION. Ordinarily, FPI's Sales Report will be available approximately 90 days after receiving the Business Warehouse reports. Upon completing the FPI Sales Report, the RACS is to publish a notice on the General Services Administration (GSA) Federal Business Opportunities (FBO) website, www.FedBizOpps.gov of the final report's availability. The notice will advise the public of the FPI Sales Report's availability, and that any interested party can obtain a copy of the report by submitting a written request to the Chief Administrative Officer, RACS.

When a request is received, the RACS will enter requestor data into a master database it maintains. A copy of the FPI Sales Report, containing sales by customer within each FSC code and, presently, sales by SIC code, will be mailed to each requestor.

Interested parties may also obtain copies of FPI Sales Reports, from Fiscal Year 1994 to the present, by accessing the UNICOR web site at <http://www.unicor.gov>.

/s/

Kathleen Hawk Sawyer
Director